



# Vincent Massey Parent Communication Cheat Sheet

## Preface

Student learning and well-being are enhanced through collaborative engagement between students, staff, parents/guardians and the community. Fostering relationships with parents/guardians through engagement and communication opportunities is essential to student success.

Often speaking directly to those most closely involved in a situation is most effective and timely. Contact with parents, students, and community members is not only welcome but encouraged.

Reminder we are a cell phone free school. Students are not to have their cell phones with them in the school, they can use them in the office if needed. We do have a student phone that students can use when needed. Students do not have access to a phone that makes long distance calls. If you have a long-distance number, please provide your student with a local number if they need to call home.

## What do I do if ...

### ...I have concerns, questions or issues about my child's marks, assessment, assignments or course work?

- **Please contact the student's teacher.** Teachers work directly with students and are best able to discuss details of class learning activities, forms of assessment, practices and policies.
- Teacher contact information can be found on the school's [Contact Us](#) webpage
- Drop-in visits and unscheduled appointments are not possible due to the nature of teacher work, school safety and security, as well as administration's practices regarding the importance of structured meeting times.

### ...I have a question about my child's lates or absences?

- Parents are asked to call in absence/late/early dismissal notifications to our attendance line by calling the school at 403-777-7870 and pressing 1.
- Parents can also email the notifications to our school's general inbox [vincentmassey@cbe.ab.ca](mailto:vincentmassey@cbe.ab.ca)

- Please view your child's attendance in [MyCBE parent account](#)
- Use this link to help set up a [MyCBE parent account](#)
- Please contact your child's Assistant Principal if there are significant issues that may impact your student's attendance

**...I am dissatisfied with my interactions(s) with a staff member?**

- Please contact the department Learning Leader
- Learning Leader names & Contact information can be found on the [Teacher Contacts](#) webpage
- Should the concern involve a learning leader, please contact the Assistant Principal or Principal

Position		Name & Email
Principal		Mr. Mark Bylsma <a href="mailto:msbylsma@cbe.ab.ca">msbylsma@cbe.ab.ca</a>
Assistant Principal		Ms. Meghann Springett <a href="mailto:mkspringett@cbe.ab.ca">mkspringett@cbe.ab.ca</a>

**...If I have questions about fees, including how to pay or paying in installments, who do I talk to?**

Our Bookkeeper is best able to help you. Please call (403) 777-7870, ext. 2277 for your direct source of information regarding fees and money matters.

**...If my child is experiencing significant personal, social, emotional or family issues, who should I speak to?**

Our focus is on supporting academic success and well-being for all of our students. Partnering together to support your child will increase success.

Please contact the guidance counsellor and/or assistant principal.

Counsellor	Ms. Angela Weimer	<a href="mailto:anweimer@cbe.ab.ca">anweimer@cbe.ab.ca</a>
Counsellor	Mr. Cory Hall	<a href="mailto:cthall@cbe.ab.ca">cthall@cbe.ab.ca</a>

\*Issues related to bullying, drugs/alcohol, or other matters impacting safety and security should include the Assistant Principal and/or Principal

## Vincent Massey School Support for Parents

Speaking directly to those most closely involved is more effective, efficient and timely. Contact with parents, students, community members are welcome.

[Teachers, Learning Leaders, Administration Names & Emails](#)

Please refer to the chart below for the appropriate support for parents.

Concern	1 <sup>st</sup> Contact	2 <sup>nd</sup> Contact	3 <sup>rd</sup> Contact	4 <sup>th</sup> Contact
<b>Attendance Lates Early Dismissal</b>	PowerSchool Parent Portal	Main Office	Teacher	Administration
<b>Classroom Focus:</b> Assignment, Marks, Assessment	Teacher	Learning Leader <a href="#">Staff names &amp; emails</a>	Guidance Counsellor or Assistant Principal	Principal
<b>Course or Subject Focus</b>	Teacher	Learning Leader	Assistant Principal	Principal
<b>Financial Fees Receipts Refunds</b>	Bookkeeper	Principal		
<b>Family/Personal Matters Impacting Learning</b>	Guidance Counsellors	Assistant Principal	Principal	
<b>Bullying, Drugs, Alcohol or Other Matters Impacting Safety and Security</b>	Teacher	Assistant Principal	Principal	

**Main Office:** 403-777-7870, ext. 0

**Attendance Line:** 403-777-7870, ext. 1

**Website:** <https://school.cbe.ab.ca/school/vincentmassey/Pages/default.aspx>

**My CBE:** <https://sis.cbe.ab.ca/public/home.html>